Statewide Supervision System (S³) Information Page
Electronic Worksheet System (EWS): Current Offense

Completing the current offense page

ACTION	RESULT	SCREEN SHOT
1. After clicking on the "Save and Go To Add Offense" button on the Offender screen, a new page will open with the option to retrieve the current offense using the "Get Court Case" function. On the new page, click on the "Get Court Case" button.	Offense information will appear on the **Get Case** page and if selected, will populate on the **Add Offense** page.	Get Court Case and Get Case – Court Information
2. Complete information on **Add Offense** page: a. Count Number, Conviction Statute, and Severity Level will populate automatically if the information is available. These fields can be completed manually if necessary; b. Select Conditional Release duration when applicable; c. Check box "Revoked EJJ" box if applicable; d. Add Penalty Statute when applicable; e. Complete "Weapon" and "Subsequent Weapon Offense" fields when applicable; f. Select "Custody Status" supervision type when eligible; g. Add "Additional Statute(s)" information in the box such as the statutes for fines; h. In the "Comment" box, indicate pertinent information about the current offense. For example, the values for a theft or drug amount/type for controlled substance. i. If the current offense has a modifier, click the "Continue" button to display the list of applicable modifiers to add.	Offense information will populate. After clicking the "Continue" button, list of modifiers will be available to add.	Add Offense and Edit Offense with modifiers
3. After completing all necessary steps in #2, click "Save and Go to Tree" to return to the **Worksheet Tree**.	Return to **Worksheet Tree**.	Worksheet Tree